

# **User's Guide To I-PASS for Teachers**

## **Individual Portfolio Artifact Submission System**



Division of 21<sup>st</sup> Century Classroom

Idaho State Department of Education

2012-2013

Mr. Tom Luna, Superintendent of Public Instruction



## Table of Contents

<b>Deadline .....</b>	<b>3</b>
<b>Support Contact .....</b>	<b>3</b>
<b>Evidence Formatting .....</b>	<b>3</b>
<b>Accessing IPASS .....</b>	<b>3</b>
<b>Logging On .....</b>	<b>4</b>
<b>Student List.....</b>	<b>5</b>
<b>Uploading Evidence .....</b>	<b>6</b>
<b>Internet Explorer .....</b>	<b>6</b>
<b>Google Chrome or Firefox .....</b>	<b>7</b>
<b>Student Portfolio Page .....</b>	<b>8</b>
<b>Moving Artifacts into the Objective Table .....</b>	<b>9</b>
<b>Icon List.....</b>	<b>10</b>
<b>Completing and Submitting Portfolios .....</b>	<b>12</b>

## Deadline

*Deadline for Submitting Completed Portfolios is February 28<sup>th</sup> at midnight. **There are no exceptions.***

## Support Contact

Toni Wheeler  
ISAT-Alt Coordinator  
21<sup>st</sup> Century Classroom-Assessment  
[tcwheeler@sde.idaho.gov](mailto:tcwheeler@sde.idaho.gov)  
208-332-6957

## Evidence Formatting

Before beginning the upload process, it is important to make sure all evidence to be submitted is formatted correctly. Below is a list of compatible formats:

Artifacts must be of the following types:

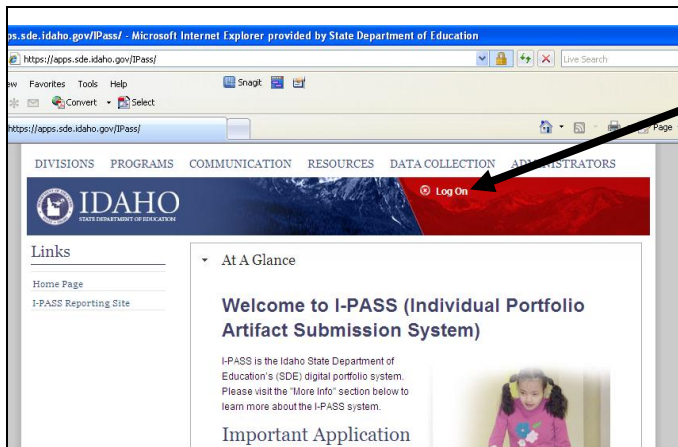
- PDF documents (.pdf)
- Jpeg images (.jpeg)
- PNG images (.png)
- GIF images (.gif)
- TIFF images (.tiff)
- Flash video (.flv)
- Mpeg4 video (.mp4)
- Mov video (.mov)
- Avi video (.avi)
- MS Document (.doc, .docx)

## Accessing I-PASS

Go to the following site

- <https://apps.sde.idaho.gov/IPass/>
- Read through *Important Application Information*

## Logging On



Click Log On



New Users:

- Click Registration and follow directions

Existing Users enter:

- User name
- Password

Click Sign In



Verify User name

If your User name is missing or incorrect contact:

tcwheeler@sde.idaho.gov



Click Districts and Schools

Select a District or School

Name:

Select

Start typing your school name then select correct school when drop down appears.

Click Select

## Student List

**Student List:** Please report any errors in demographic information to your IPASS Test Coordinator. Click the portfolio. Select the student name to view and edit their media profiles.

**What is This:** If you are using Google Chrome or Mozilla Firefox you can now drag and drop files from your desktop. Internet Explorer users will need to select the student name and use the +Click Here to Upload a File feature.

ALPHA TESTSTUDENT
EPSILON TESTSTUDENT
KAPPA TESTSTUDENT

Verify all students taking the ISAT-Alt are listed

**ALPHA TESTSTUDENT**

Grade: FifthGrade, Age: 12, Sex: Male

Language		In Progress			Nov 28 test
Mathematics		In Progress			angela and barb
Science		In Progress			
Reading		In Progress			

Click the up/down arrow to expand

- Verify demographics
- Check portfolio status
- View/delete unassigned files

## Uploading Evidence

**ALPHA TESTSTUDENT**

**EPSILON TESTSTUDENT**

**KAPPA TESTSTUDENT**

Click the blue Student Name

**Return To Student List**

+ Click Here to Upload a Files

Student	
Name: TESTSTUDENT, KAPPA	
Grade: Tenth Grade	
Age: 7	

A\_Z Countdown.doc

gif.GIF

Click on "+ Click Here to Upload" a File

**Choose File to Upload**

Look in: Desktop

My Recent Documents

Desktop

My Documents

My Computer

My Network Places

File name:

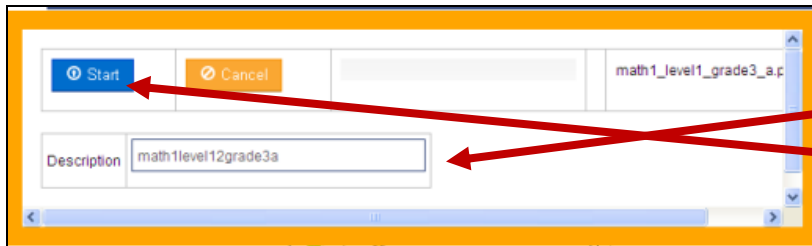
Files of type: All Files (\*.\*)

Open

Cancel

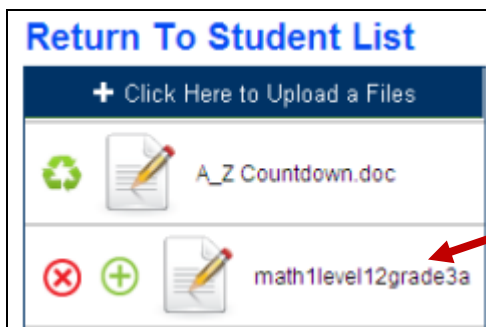
Search your local machine for artifact you want to upload

Click Open



Enter a description

Click Start to begin upload

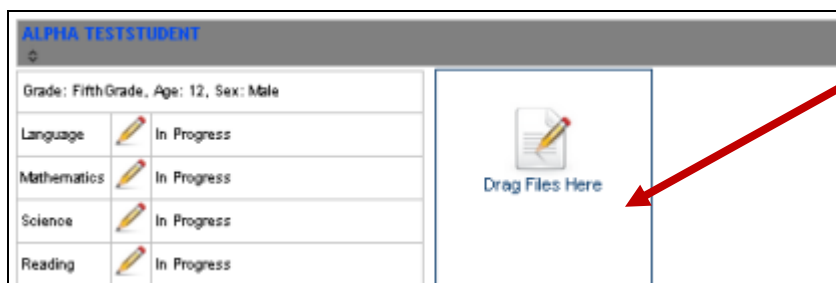


Artifact will appear in list below upload bar

### \*\*\*Google Chrome or Firefox Browser Users Only\*\*\*

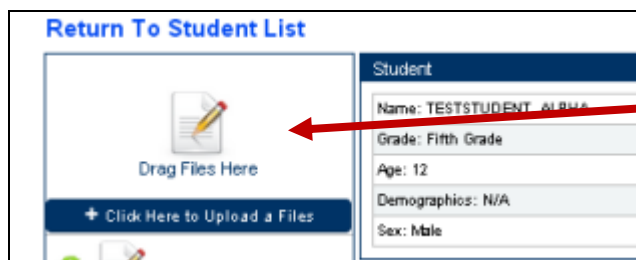
These browsers allow for the user to drag and drop files from your local machine into the IPASS System. Below are the two places you can directly drag and drop to:

#### 1) Student List Page



Drag and drop files here

#### 2) Student Portfolio Page



Drag and drop files here



**Return To Student List**

+ Click Here to Upload a File

1. Student Profile:

- Name: TESTSTUDENT, KAPPA
- Grade: Tenth Grade
- Age: 7
- Demographics: N/A
- Sex: Female

2. File Upload Button

3. File List:

- A\_Z Countdown.doc
- math1level12grade3a
- 28 PDF drag and drop b
- jpg.jpg
- gif.GIF
- Willy Wonka
- CK\_12\_Earth\_Science\_Teach
- Doo1.pdf
- C:\Users\jtester\BLACKFIN
- Doo1.pdf

4. Evidence Collection Table:

Objective #1	Status	Type	Edit	Collected	Description	Complexity	Independence	Accuracy	Comments
Baseline	✓			11/7/2012		4 3 2 1	4 3 2 1	4 3 2 1	c
Evidence	✓			11/11/2012	Test video				This is a test and only a test by the...
Evidence	✓			11/20/2012	Willy Wonka				

5. Complete Button

- 9

## Moving Artifacts into the Objective Table

Artifact Edit window showing the 'Uploaded Artifact List' on the left and the 'Objective Table' on the right. A red circle highlights the 'jpg.jpg' artifact in the list, and a red arrow points from it to the 'Evidence' row in the 'Objective #1' table.

Drag and drop an artifact from the Uploaded Artifact List onto the table below the appropriate objective for the desired content

Artifact Edit window showing the 'Complexity', 'Independence', and 'Accuracy' dropdowns, the 'Comments' text area, the 'Description' text field, and the 'Collected Date' date field. A red arrow points from the 'Comments' text area to the 'Comments' column in the 'Objective Table'.








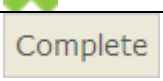
Enter scores, comments, description and collected date for artifact

Select OK

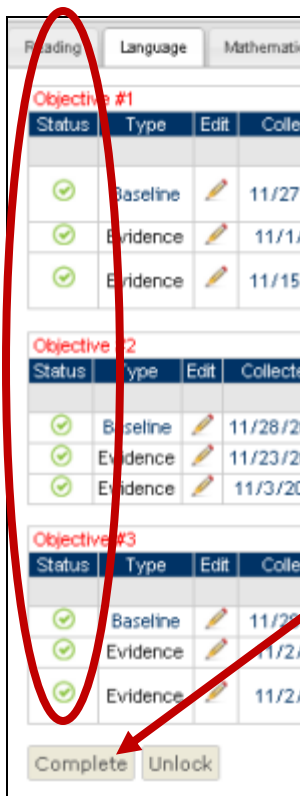
Status	Type	Edit	Collected	Description	Complexity	Independence	Accuracy	Comments
+	Baseline		N/A					
✓	Evidence		11/29/2012	E:\IPASS Test\math1_level1_grade3_a.pdf	✗	✗	✗	This is where you add any comments or...
✗	Evidence							

The artifact will now appear in the table

## Icon List







	Click to edit baselines or artifacts
	Empty
	Completed baseline or objective entry-when all lines have this mark please select Complete button at the bottom of content page
	In Progress
	Delete artifact from Uploaded Artifact List
	Manually move artifact from Uploaded Artifact List into a content objective
	Teacher score for artifact
	When all baselines and objective entries have the green circled check for that content area, click this button to complete and lock the portfolio. This will need to be done for each content

## Completing and Submitting Portfolios









Reading Language Mathematics







**Objective #1**

Status	Type	Edit	Collect
	Baseline		11/27
	Evidence		11/14
	Evidence		11/15

**Objective #2**

Status	Type	Edit	Collect
	Baseline		11/28/20
	Evidence		11/23/20
	Evidence		11/3/20

**Objective #3**

Status	Type	Edit	Collect
	Baseline		11/28/20
	Evidence		11/23/20
	Evidence		11/23/20

Complete Unlock

When all lines have a green circled check the portfolio for that content is complete

Click Complete to submit and lock the portfolio

\*You will need to select "Complete" for each content area